



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DEPUTY CHIEF PROBATION OFFICER

Class No. 002291

■ CLASSIFICATION PURPOSE

To be responsible for the administration of a major probation service, to assist the Assistant Chief Probation Officer and Chief Probation Officer in planning and policy making; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Incumbents in this class direct the activities of a major probation service. The next higher class is the Assistant Chief Probation Officer. The next lower class, Probation Director, directs the activities of a major institution, a geographically related group of minor institutions, or is chief assistant of a major service.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, organizes and directs the activities and operations of a major probation service unit/institution.
2. Monitors and reviews the effectiveness of programs and services.
3. Organizes, coordinates and directs professional and non-professional staff in the delivery of service programs.
4. Develops and supervises the development of systems and procedures to maintain effective levels of program services and assistance to the courts in the administration of justice.
5. Coordinates and maintains a public relations program with relevant community organizations.
6. Meets and consults with advisory board, committees and community groups.
7. Conducts and participates in administrative and general staff conferences.
8. Prepares and/or directs the preparation of periodic operational and financial reports, the handling of correspondence and related administrative affairs.
9. Ensures major probation services promote and adhere to county and department strategic plan and general management system.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The current issues in local, state and national criminal justice administration.
- Private and public human service resources in San Diego County.
- The organization and policies governing management functions such as purchasing, personnel, employee relations and fiscal planning in San Diego County.
- The General Management System in principle and in practice.
- National "best practices" in both community corrections and institutional programs service delivery

Skills and Abilities to:

- Recognizing, defining and solving program problems in criminal justice administration.
- Evaluating alternative resources and solutions to problems in criminal justice administration.

- Planning, assigning, supervising and evaluating work in a correction program through subordinate supervisors.
- Assuming and delegating managerial responsibility appropriately, communicating instructions and policies verbally in a clear and convincing manner.
- Cooperation with other units to meet total organizational goals.
- Collaborating with public/private stakeholders and partners in furthering the County's and department's strategic plan, vision and mission.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying experience are: a bachelor's degree from a U.S. accredited college or university, or certified equivalency for foreign studies, AND, five (5) years experience in the field of probation and corrections with extensive experience in directing and supervising probation services. Graduate level coursework or a Master's degree is highly desirable.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Office environment; exposure to computer screens.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: December 8, 1992  
Revised: Spring 2003, Summer 2004**

Deputy Chief Probation Officer (Class No. 002291)

Union Code: EM

Variable Entry: Y